



Health and Safety Sciences

HEALTH AND SAFETY SCIENCES DIVISION MEETING

Monday, February 11, 2019
UH 217
3:30 p.m.

Type of Meeting: Regular

Note Taker: Sylvia Waller

Committee Members:

Full-Time Faculty

Dr. Rona Brynin	Dr. Casey Scudmore
Mark Cruz	Kimberly Smith
Robert Desch	Elizabeth Sundberg
Lance Hodge	Cindy Vargas
Michael Hutchison	Courtney Whipple
Mary Jacobs	
Maria Kilayko	
Marissa Latuno	
Abu Taher Mahfuzur Rahman	

Adjunct Faculty

Timothy Atkerson
Bahareh Beheshti
De Anna Butler
Meagan Rinn
Jerry Stupar

Classified Staff

Sylvia Waller

Guest

Jessica Biehl
Eric Warda

Items	Person	Action
I. Approval of October 8, 2018 Division Meeting	Gregory Bormann	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • Minutes were approved as written. <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>
II. Reassigned Time	Gregory Bormann	<p><u>Items Discussed:</u></p> <ul style="list-style-type: none"> • Ensure to send reassigned time to the divisional office. <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>

<p>III. HR and Requested Time Off</p>	<p>Gregory Bormann</p>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • If you are requesting time off, ensure to turn in the form to the divisional office for signature. • If you plan to change/cancel leave, it is the responsibility of the person who is taking the leave to contact HR by email, informing them of the change and letting the divisional office know for time reporting purposes. • If you are calling in sick, contact the divisional office and staff will ensure to get the form properly filled out and turned in. <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u></p> <ul style="list-style-type: none"> • Leave forms can be found on the AVC website under the HR page.
<p>IV. Travel Out of District</p>	<p>Greg Bormann</p>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • Ensure to submit an out of district form if you are traveling outside the district. <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>
<p>V. Cancelling Classes</p>	<p>Greg Bormann</p>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • If a faculty member is cancelling a class, please let the divisional office know and ensure to email students letting them know. The divisional office will post a class canceled sign. • If class is in Palmdale, make sure to contact Palmdale staff along with your divisional staff of the cancelation. <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>
<p>VI. Positive Attendance Classes</p>	<p>Gregory Bormann</p>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • All positive attendance classes get audited on a yearly basis. • Ensure the positive attendance lines up with the way the class is written. • When done correctly, positive attendance classes count toward FTES for the campus. <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>

VII. Committee Reports	Dr. Casey Scudmore Michael Hutchinson Gregory Bormann Michael Hutchison	<p><u>Academic Senate:</u></p> <ul style="list-style-type: none"> • Would like feedback from the division regarding the calendar change. • Accessibility resources are available for online faculty. • Mental health training on March 28, 2019. Flyers are available in the mailroom. • There is an executive position available. • Faculty recognition will be held on 5/1/2019. • Academic Senate Scholarship has a payroll deduction form if you would like to contribute. <p><u>Academic Policies and Procedures</u></p> <ul style="list-style-type: none"> • List will be out soon for courses due in fall 2019. • They are taking live up to date class scheduled and posting them throughout the state can access information on what is open and available. <p><u>Accreditation</u></p> <ul style="list-style-type: none"> • No report. <p><u>Distance Education and Technology</u></p> <ul style="list-style-type: none"> • Website pushed out by the CVC-OEI called Finish Fast. They are taking live up to date class schedules and posting them throughout the state. • The website lists classes available to students that can fill the requirement they need. <p><u>Faculty Professional Development:</u></p> <ul style="list-style-type: none"> • No report. <p><u>Information Technology</u></p> <ul style="list-style-type: none"> • No report. <p><u>Honors Committee</u></p> <ul style="list-style-type: none"> • No report. <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • No report. <p><u>Program Review</u></p> <ul style="list-style-type: none"> • No report. <p><u>Safety</u></p> <ul style="list-style-type: none"> • The drill schedule has been posted online. <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> • No Report.
VIII. Other	Gregory Bormann	Guided pathways needs a volunteer. If you are interested please let Mr. Bormann know.
NEXT MEETING DATE: TBD		